



POLICY NO. 4.08

OCTOBER 27, 2015

TITLE: RECORDS RETENTION SCHEDULE

POLICY STATEMENT:

Westlock County is committed to handling records in a way that is compliant with Provincial legislation and regulations.

PURPOSE:

To establish time frames for the retention of records Westlock County creates, receives, and maintains in the course of its operations.

DEFINITIONS:

CAO is the Chief Administrative Officer of Westlock County.

Local Authorities Election Act refers to Alberta's *Local Authorities Election Act, revised Statutes of Alberta 2000, Chapter L-21, Current as of May 14, 2014.*

Record is a record of information in any form and includes books, documents, maps, letters, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically.

1. GENERAL:

1.1. The CAO may authorize the destruction of records whose retention period has lapsed.

1.2. All records authorized for disposal must be documented and destroyed in the presence of a witness.

1.3. Each time a record or records are destroyed, a Records Destroyed statement, noting the records destroyed the destroyed, must be signed by the person(s) who carried out the destruction and signed by the witness.

- a) The records destroyed statement must be retained on file as a permanent record.
- b) The witness must be the CAO or the CAO's designate.

1.4. The Records retention schedule may be amended from time to time by the CAO to ensure compliance with Provincial legislation and guidelines.

2. RECORDS RETENTION SCHEDULE:

2.1. Retention periods are labelled as:

- a) CY – a retention period that concludes after the end of a calendar year, i.e. after December 31st of a given year.
- b) S/O – a retention period that concludes on the anniversary of the record's inception date.

SUBJECT	DESCRIPTION	RETENTION PERIOD (YEARS)	CY or SO
Accountants	Working Papers	7	CY
Accounts	Paid (summary sheet)	7	CY
	Payable vouchers	7	CY
	Receivable Duplicate Invoices	7	CY
Administration	Reports (not part of minutes)	7	CY
	As Per Legislation	7	CY
Advertising	General	2	CY
	As Per Legislation	7	CY
Agendas	Part of Minutes	PERMANENT	

Agreements	General	12	S/O
	Development	12	S/O
	Major Legal	12	S/O
	Minor Legal	12	S/O
Annexations	Correspondence	7	CY
	Final Order	PERMANENT	
Annual Reports		5	CY
Annual Reports	Local Boards	5	CY
Applications	Site Plan approval	2	CY
	Subdivision (after final approval)	3	CY
	Part-time Employees (after end of employment)	1	CY
Appointments	Other Than Those in Minutes	3	CY
Assessment	Rolls	PERMANENT	
	Assessment Review Board (ARB) Minutes	PERMANENT	
	ARB Work File	5	CY
	Appeals	12	CY
	ARB Records	7	CY
	Duplicate roll	7	CY
	Review Court Records	7	CY
Assessment Appeal	Board File	5	CY
Assets		20	S/O
	Records of Surplus	5	CY
	Temporary Files	2	CY
Bank	Deposit Books	7	CY
	Deposit Slips	7	CY
	Memos (Credit/Debit)	7	CY
	Reconciliations	2	CY
	Statements	7	CY

Boards	Minutes	PERMANENT	
	Authority & Structure	5	S/O
	Correspondence	5	CY
Briefings/Reports	To Council	7	CY
Budgets	Operating (in minutes)	PERMANENT	
	Capital (in minutes)	PERMANENT	
	Working Papers	3	CY
Bylaws	All	PERMANENT	
Cash	Receipts Journal	7	CY
	Disbursements	7	CY
	Journal		
	Duplicate Receipts	7	CY
Certificates Census	Of Title	PERMANENT	
	Reports	12	CY
Cheques	Cancelled (paid)	7	
	Register	7	
	Stubs	7	
Claims	Notice of	12	S/O
	Statements of	12	S/O
Committee	Minutes	PERMANENT	
Compensation	Records	10	CY
Contracts	Files (completion of)	12	S/O
	Forms	12	CY
	Major Legal	12	S/O
	Minor Legal	12	S/O
Council	Minutes	PERMANENT	
Court Cases		12	S/O

Destroyed Records	Index	PERMANENT	
	Signed Destroyed Records Statements	PERMANENT	
Documents	Not Part of Bylaws	12	S/O
	Agreements Major Legal	12	S/O
	Agreements Minor Legal	12	S/O
	Contracts Legal	12	S/O
	Easements	12	S/O
	Leases (after expiration)	12	S/O
	Notices of Change of land Titles	12	S/O
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act	
	Ballot Box Contents	Sec 101 Local Authorities Election Act	
Engineering	Drawings	PERMANENT	
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5	CY
	W.C.B. Claims	4	CY
Employees	Job applications (hired)	3	CY
	Job Application (not hired)	1	CY
	Job Descriptions	3 (after position abolished)	CY
	Oaths of Office	1 (after position vacated)	CY
	Personnel File	1 (after cessation of employment or 6 years after dismissal)	CY

Financial Statements	Interim	10	CY
	Working Papers	3	CY
	Final	12	CY
Franchises		PERMANENT	
Income Tax	Deductions	5	CY
	TD1	1	CY
	T4	5	CY
	T4 Summaries	5	CY
Inquiries	From the Public	3	CY
Insurance	Claims	12 (after settled)	
	Records (after expiration)	12	CY
Land	Appraisals	1 (after sold)	
Leases	After Expiration	7	S/O
Legal	Opinions	12	S/O
	Proceedings	12	S/O
Legislation	Acts (after superseded)	1	CY
Licenses	Applications	3	CY
	Business (after expired)	5	CY
	Literature	2	CY
Local Improvements	Records	PERMANENT	
Maps	Base (original)	PERMANENT	
	Contour	PERMANENT	
Maintenance Reports		12	CY

Minutes	Council Boards Committees	PERMANENT PERMANENT PERMANENT	
Monthly Reports	Road	5	CY
Municipal Affairs	Annual Reports	5	CY
Organization	Structure & Records	2	S/O
Payroll	Garnishees	3 (after garnish is removed)	
	Individual Earning Records Journal	6	CY
	Time Cards	4	CY
	Time Sheets - Daily	5	CY
	Time Sheets - Overtime	5	CY
	Time Sheets - Weekly	5	CY
	Employment Insurance	5 (after cessation of employment)	CY
Permits	Development	12	S/O
Petitions		10	CY
Plans	Official Amendments Subdivision	PERMANENT PERMANENT PERMANENT	
Policy	After Superseded	5	CY
Progress Reports	Project	5	CY
	Under Contract (Final payment)	7	S/O
Property Files		Until sold +10	CY
Prosecution	All	12	S/O
Publications	Local Reports	3	CY

Purchase	Land	Until Sold +12	CY
Receipts	Books	7	CY
	Duplicate Cash	7	CY
	Registration	7	CY
Receptions & Special Events (non-historic)		3	CY
Reports	Accident	12	S/O
	Accident Statistics	12	S/O
	Field	12	S/O
Requisitions	Copies	2	CY
	Duplicate	7	CY
	Paid	7	CY
Resolutions	Minutes	PERMANENT	
Subdivision	After Final Approval	12	CY
Street	Sign Inventory Register	PERMANENT	
Tax Recovery	Records	PERMANENT	
Taxes	Arrears	7	CY
	Final Billing	12	CY
	Municipal Credits	7	CY
	Receipts	7	CY
	Rolls	PERMANENT	
	Sale Deeds	PERMANENT	
Termination	Employees	PERMANENT	
Tenders	Files	12	CY
	Successful	12	CY
	Purchase Quotations	12	CY
	Unsuccessful	10	CY
Traffic	Streets	7	CY

Training and Development Files		5	CY
Trail Balances	Monthly	3	CY
	Year End	7	CY
Vendors	Acknowledgments To	2	CY
	Contracts	12	CY
	Suppliers Files	12	CY
Vouchers	Duplicate	7	CY
Writs		12	CY
Weed Control Reports	Until updated	1	CY
Zoning	Bylaws	PERMANENT	
	Bylaw Enforcement	5	CY

MOTION: _____

DATE: _____

Peter Kelly
Chief Administrative Officer